



Job Vacancy Notice

Job Title:	Financial Examiner II	Opening Date:	09/21/2015
Job Salary Group:	B19	Closing Date:	Until Filled
Job Class Number:	1102	Posting Number:	466-2016-002
Number of Positions	1	WorkinTexas.com Number:	2862464
Monthly Salary:	\$3,520.34 - \$4,200.00	Travel Required:	50%
Work Location:	Dallas, TX	Position Type:	Full-Time
Web Address:	http://occc.texas.gov/jobs/current-employment-opportunities		

Applications Accepted By:

MAIL:

Texas Office of Consumer Credit Commissioner
Human Resources
2601 N. Lamar Blvd
Austin, TX 78705

FAX OR E-MAIL:

(512)936-7610 or Personnel@occc.texas.gov
Attention: Human Resources

You may also create, update and submit your State of Texas application using WorkinTexas.com.

Job Description

Performs as a team member of the Consumer Protection Section and of the Agency, reporting directly to the Regional Supervisor. Attends and successfully completes annual training. Achieves examination completion, production hours, and examination report written quality goals. Performs basic examinations and investigations individually or as member of an examination team. May be assigned as examiner-in-charge of examination team. May conduct on-the-job training for basic examinations. Begins on-the-job training for more complex examination and investigation types.

Military Occupational Specialty Codes

Army – 36B, 36A

Navy – LS, 310X, 651X, 751X

Coast Guard – SK, 420, 020, 31, F&S, FIN10

Marine Corps – 3402, 3404, 3408

Air Force – 6F0X1, 65FX, 65WX

Additional information on the SAO Military Crosswalk is available here:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

ESSENTIAL JOB FUNCTIONS

- Conducts independent financial examinations.
- Evaluates business records and financial transactions for compliance with statutes, rules, and regulations.
- Analyzes issues and develops action plans to complete financial examinations or investigations.
- Communicates with industry employees regarding requirements and results of examinations.
- Evaluates recorded assets, liabilities, surpluses, and capital for compliance with statutes, rules, and regulations.
- Examines records to verify assets, establish liabilities, and determine statutory compliance.
- Identifies areas of progress or concern; makes recommendations; and assists in resolving problems as appropriate.

- Prepares and submits documentation and work papers to support findings, and maintains files and databases for reports.
- Prepares correspondence related to the examination process; prepares comments for examination reports.
- Prepares correspondence to verify company accounts and reconciles replies to company records.
- Prepares worksheets and tabulations of financial data from records and representations of management.
- Verifies the accuracy of records, work papers, and related financial statements; determines proper documentation and adequate procedures; and detects and records variances.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with major course work in business administration, finance, accounting, economics, insurance, or a related field.
- Three (3) years' experience in the financial or lending industry preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of auditing and accounting standards and techniques of both statutory accounting principles (SAP) and generally accepted accounting principles (GAAP).
- Knowledge of financial and industry terminology and practices.
- Knowledge of corporate structures, businesses operating procedures, management control, and internal reporting techniques.
- Knowledge of grammar, punctuation, and spelling.
- Proficiency in the use of word processing and spread sheet software.
- Ability to audit financial statements, reports, and forms; to apply relevant rules, regulations and statutes; and to prepare concise correspondence and reports.
- Ability to communicate effectively orally and in writing.
- Ability to communicate with diverse groups and populations.

GENERAL

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure statement with the agency. Must have reliable transportation. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

Males born on or after January 1, 1960, between 18 and 25 years of age, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

HOW TO APPLY:

Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; via fax to 512.936.7610; via email to personnel@occc.texas.gov; or via WorkinTexas.com. Applications MUST include a complete work history. Resumes submitted without a State of Texas application will not be considered.

Applications may be downloaded from <http://occc.texas.gov/jobs>.

For directions or to request physical accommodation during the interview process, contact Human Resources at 512.936.7666 or personnel@occc.texas.gov. If reasonably possible, please call at least 48 hours in advance to afford our representative and the hiring division sufficient time to properly review and coordinate your request.

Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.

Date Completed	09/04/2015
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